

Minutes - Information Systems Committee
Chambers Room (C101), 421 Nebraska Street, Sturgeon Bay
WEDNESDAY, AUGUST 11, 2010

1. Chairman Richard Haines called the meeting to order at 4:00 p.m.
2. Members present: Richard Haines, Mark Moeller, Joel Gunnlaugsson, and David Lienau. Ben Meyer was absent

Also present were: County Board Chairman Leo Zipperer, Information Systems Tim Ullman, Tom Haight, Real Property Lister Holly Hansen, Register of Deeds Carey Petersilka, Planning Director Mariah Goode, Conservationist III Greg Coulthurst and Administrative Assistant Lori Holtz.

3. Adopt the Agenda
Motion by Moeller, seconded by Gunnlaugsson, to adopt the agenda. Motion carried.
4. Approve IS Committee Meeting Minutes of July 14, 2010
Motion by Moeller, seconded by Gunnlaugsson, to approve IS Committee Meeting Minutes of July 14, 2010. Motion carried.

5. Land Information Office (LIO) Coordinator

5.1. Report Balance of County LIO funds

Land Modernization Balance:	\$176,467.88
LIO Internet Balance:	35,289.97
Total Land Modernization and LIO Internet Balance:	211,757.85
GIS Fees Collected to Date	726.00

5.2. Approve 2011 Aerial Photography Project

Haight provided handouts showing an overview of the 2011 aerial photography requests and project and also showed the information on the overhead screen.

- Reviewed the present system, showing the community view and the neighborhood view, which is much more clear and crisp.
- Reviewed some of the applications which departments are using or proposing to use.
- Showed a map of Door County showing the request for detailed imagery for SWCD, Planning, Sheriff and Sanitarian.

Costs associated with the project are \$140,086, with just over \$20,000 coming from municipalities. The total LIO funds requested is \$122,120.50.

In response to the committee's question of 'what is the real benefit', Haight explained that it saves on field work/field time by employees and it can be used for enforcement.

Mariah Goode said it will be useful for shoreline zoning, since the state mandates the county has to enforce rules re: vegetation removal. Planning is going to need shoreland vegetation inventories and this would provide a baseline inventory. The department can also provide this information to the public.

Greg Coulthurst said it not only saves staff time, but will also benefit contractors and individual landowners.

Haight explained that the funds would be coming from the LIO account, using \$122,120.50. He said departments are going to benefit from this and said he felt assured of the benefit after meeting with departments. Haight added that he would like to get on the list for the vendor so the fly-over can be done at the optimal time.

Motion by Lienau, seconded by Moeller, to approve the option of using total LIO funds @ \$122,120.50 taken from the LIO Account over two years for the Pictometry project. Motion carried unanimously.

5.3. FYI / Project Update

Haight reported on the following:

- Received 2nd request for Parcel data from plat book vendor, so project appears on schedule.
- Forwarded the LIO Modernization Plan to the State and confirmed it was received.
- Sent LIO Grant Agreement to State and waiting on payment.

6. Register of Deeds

6.1. Update on filed/recorded documents

2010 Certified Copies / Month	Birth	Marriage	Death	Domestic	VA	Total	Total Fees	2009 Comparison	
								Total	Total Fees
January	87	63	324	0	11	485	\$1,782.00	564	\$1,889.00
February	87	35	310	0	19	451	1,640.00	442	1,664.00
March	135	58	348	0	12	553	1,664.00	361	1,438.00
April	104	52	147	0	12	315	1,314.00	435	1,729.00
May	48	72	141	0	27	288	1,125.00	366	1,388.00
June	82	126	274	0	23	505	\$1,922.00	569	\$2,233.00
July	84	202	325	0	15	626	\$2,403.00	535	\$2,408.00
Totals to date:	627	608	1869	0	119	3223	\$11,850.00	3272	\$12,749.00

2010 Vital Records Filed /Month	Birth	Marriage	Dom. Ptn.	Death	VA	Total	2009 Totals
January	21	6	0	27	3	57	77
February	27	8	0	32	3	70	75
March	19	8	0	30	12	69	59
April	19	16	0	23	3	61	71
May	24	32	0	18	6	80	104
June	21	66	0	26	4	117	107
July	12	61	0	24	6	103	94
Totals to date:	143	197	0	180	37	557	587

Recording Fee Breakdown
\$30 flat fee
\$15 – General Fund
\$10 – Land Records
(\$6 – County Land Records)
(\$2 – State Land Records)
(\$2 – County Internet Fund)
\$5 - Redaction Fund

2010 Documents Month	Documents Recorded	Money Turned Over to County Treasurer	2009 Comparison	
			Documents	\$
January	734	45,474.30	701	57,223.40
February	694	38,137.20	981	40,911.70
March	805	60,754.30	988	45,525.80
April	723	46,357.20	963	48,032.40
May	736	88,009.00	1,083	53,716.90
June	910	75,560.20	1,395	86,020.70
July	766	78,700.30	981	71,687.70
TOTALS:	5368	432,992.50	7,092	403,118.60

6.2. Approve purchase of receipt printer

This printer is used to validate documents for recording. Petersilka explained that they are having problems with the current printer. She is asking for approval to use \$750 in LIO funds for purchase of a new printer and \$250 in LIO funds to repair an existing one for backup.

Motion by Gunnlaugsson, seconded by Lienau, to approve the purchase of the new printer for \$750 and repair of the old for \$250, using LIO funds. Motion carried.

6.3. Approve Vouchers

Motion by Moeller, seconded by Gunnlaugsson, to approve Register of Deeds vouchers totaling \$1,496.00. Motion carried.

7. Real Property Listing

7.1. Office Update

7.1.1. Sales – Due to being short staffed for the last three weeks no report

7.1.2. Web Map/Map Coverage's – No report.

7.1.3. Assessor Work rolls:

Hansen reported that one more book came in since the last meeting and they now have 17 of the 19 work rolls with new assessments for 2010 entered. (Baileys Harbor, Brussels, Clay Banks, Egg Harbor, Forestville, Gardner, Gibraltar, Jacksonport, Liberty Grove, Nasewaupee, Sevastopol, Sturgeon Bay, Union, Washington and Village of Egg Harbor, Forestville & Sister Bay) So far, 4300 assessment changes have been entered for 2010. City of Sturgeon Bay will be in next week. Village of Ephraim is a reevaluation.

7.2. Approve Vouchers

Motion by Gunnlaugsson, seconded by Lienau, to approve Real Property Listing vouchers totaling \$320.00. Motion carried.

8. Information Systems

8.1. New Business

8.1.1. Communication Advisory Technical Subcommittee (CATS)

8.1.1.1. CATS Current Projects - CIP Tower Request

The request was approved at the last County Board meeting as part of the CIP packet... things are moving forward.

8.1.1.2. Review and Approval of Tower Site Lease Agreement (Civil Air Patrol's Use of Door County's Sunnyslope Tower)

Corporation Counsel Thomas drafted a lease agreement for a 5 year term subject to a 5 year renewal. If the Civil Air Patrol equipment interferes with any existing use or county equipment, the Civil Air Patrol equipment would be turned off until such a time as the issues are resolved.

Motion by Moeller, seconded by Gunnlaugsson, to approve five-year agreement with the Civil Air Patrol for use of Door County's Sunnyslope Tower. Motion carried.

8.1.2. Status hire of Help Desk Tech – No new information

8.1.3. Discussion/Demo - County Board Laptop Choices

Ullman reviewed that at the last meeting, the number of laptops was cut to 15 units. He now has samples of a little notebook, an iPad and a laptop, which supervisors can try out for comparison. They are all set up to work through Citrix. These will not work without a broadband connection. Ullman told the committee to talk with their peers and have them come in and check them out.

Ullman had put in a metric of \$700 based on a laptop loaded with software. The notebook is only \$250.00.

Discussion held re: all or nothing. Ullman said the big shake is to get all the information published in a consistent area. He stressed that the main thing is that these need a broadband connection. Different supervisors now use different hardware. One goal is to get away from printing. We need the ability to change our mindset --- changing how we distribute information.

Committee members wanted to continue going down the client path – continue to research.

8.1.4. Memo Mark Janiak - Current Printer Lease

Janiak was asked to do an analysis of the current 8 printers at the request of Finance Director Scalish. There have been some overcharges and Janiak will pro-rate and return monies back to departments.

Janiak recommendation is that we do two things concerning the surplus that has been created: The First would be to adjust the rated charged to departments for each page printed or copied on these units. His second recommendation is that the Finance Dept. perform this analysis of what was charged to departments compared to what was paid to the leasing company semi-annually, as soon as the information is available. The results of this analysis would be paid back or charged to all departments in a pro-rata fashion based on their relative usage. This would result in having printer/copier charges allocated fairly to all departments, with to department benefiting or being penalized at the expense of any other department.

8.1.5. Memo Mark Janiak - Future Printer Lease

Janiak reviewed the amounts to be charged to departments for the four additional leased printer/copiers that are proposed for 2011. These four units would be based in the following departments: Information Systems, Planning, Soil & Water and Human Resources.

Janiak's recommendation is that each department that will receive one of these leased units be charged the actual lease cost for that machine each month, plus the per page rate of \$.008 for black & white and \$.065 for color for the actual usage on that machine. We will also need a rate per page to bill other departments who may use these machines.

Ullman noted that two of the printers/copiers qualify for LIO funding (SWCD & Planning) and he recommends purchasing outright for those departments.

8.1.6. Review 2011 Capital Outlay - Approve any changes as needed

Ullman reviewed a spreadsheet he prepared, showing 2011 Capital Equipment Outlay, with a column showing that status at each of the review/approval points.

As discussed earlier, he is requesting approval to let LIO funds cover the printers for SWCD and Planning Dept., rather than leasing. The goal is to reduce the number of printed copies overall, going more to electronic form... for all departments.

Motion by Lienau, seconded by Gunnlaugsson, to allow the payment for the two printers (SWCD & Planning) to come from the LIO account, with the other two (HR & IS) to be leased. Motion carried.

8.1.7. Review 2011 Annual Maintenance - Approve any changes as needed

Ullman included a similar spreadsheet showing the 2011 IS Annual Maintenance Outlay. Maintenance is under budget by \$6,530 compared to last year. There is still \$225,610 in maintenance costs for 2011.

Motion by Gunnlaugsson, seconded by Lienau, to approve the changes made in the 2011 IS Maintenance budget to be \$6,530 under last year. Motion carried.

8.2. FYI

8.2.1. Other 2010 Projects

- Gary Peterson is working on major network upgrades that will involve some outages.
- The voice mail upgrade will come next.
- Cindy Welch and Jason Rouer are attending Spillman training.

8.3. Approve Vouchers

Motion by Lienau, seconded by Moeller, to approve the Information Systems vouchers totaling \$69,067.56. Motion carried.

9. Set Next Regularly Scheduled Meeting Date: Thursday, September 16, 1:00 p.m.

10. Adjourn Meeting

Motion by Moeller, seconded by Gunnlaugsson, to adjourn. Motion carried. Time: 6:01 p.m. Recorded by Administrative Assistant Lori Holtz.